Scheduling an Appointment

If a student support office or faculty advisor has opted to use the Bay Advisor to schedule appointments, you can make an appointment with them easily.

1. Select Schedule an Appointment

2. Select why you are making an appointment; choose from Advising, Career Services, HOPE Basic Needs, Peer Academic Coaching or Tutoring, or select "Meet With Your Success Team" for direct access to your *Main* advisor.

3. If selecting from the drop-down menu, select the service for the appointment. There are many services available under Advising and you can search by typing for the service you are looking for. If selecting "Meet With Your Success Team", select the team member you wish to meet with.

4. Select “Find Available Time

5. Find a day and time that works best with your schedule. If you want a specific person, you can select “View individual availabilities”.

6. Confirm your appointment details, select how you would like to meet (virtual, phone or in person)